

SOP for Changing Website (Old)



• Goal:

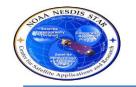
- All suggestions are considered, but not impulsively, and documented.

• Definition:

- Web changes are those requiring the effort of webmaster.

• Steps:

- A team member proposes a change.
 - Including developer and team lead no one has more or less privilege.
 - Can be on behalf of external interest.
 - Must be deemed feasible by the developer.
 - Not how difficult / costly / useful / etc.
- The proposer leads a discussion at a team meeting.
- Team lead ensures adequate time and opportunity for discussion, then decide.
- If approved, the developer and proposer implement the change.
- Either way, the proposer documents the process and submits to Record Keeper.
- END.



SOP for Website Change (New)



- This SOP is to keep the website
 - Carefully reviewed, especially those related to external organizations;
 - Concisely organized, not to be cluttered with numerous add-ons; and
 - Relatively stable, not to change too much and often.
- Website Change:
 - Any changes other than routine update.
- Procedure:
 - A team member proposes a change to a developer.
 - The developer decide whether the proposed change is feasible.
 - If yes, the proposer introduce the change to team, by email or at a meeting.
 - Team lead makes the decision after adequate time and opportunity for discussion.
 - If approved, the developer and proposer implement the change.
 - Approved or not, the proposer updates the Log of Website Changes.
- END.



SOP for Website Change



- This SOP is to keep the website More general
 - Carefully reviewed, especially those related to external organizations;
 - Concisely organized, not to be cluttered with numerous add-ons; and
 - Relatively stable, not to change too much and often.
- Website Change:
 - Any changes other than routine update. Too much?
- Procedure: Minor clarifications
 - A team member proposes a change to a developer.
 - The developer decide whether the proposed change is feasible.
 - If yes, the proposer introduce the change to team, by email or at a meeting.
 - Team lead makes the decision after adequate time and opportunity for discussion.
 - If approved, the developer and proposer implement the change.
 - Approved or not, the proposer updates the Log of Website Changes. Useful?
- END.